

James Madison Memorial Fellowship Foundation 2017 Chief FOIA Officer Report

Elizabeth G. Ray, Management and Program Analysis Officer

In the interest of applying the presumption of openness, the James Madison Memorial Fellowship Foundation (JMMFF) is committed to moving forward with the FOIA staff, which consists of one part-time employee for which FOIA is a collateral duty, with completing training annually. The JMMFF has very limited resources and budget constraints for FOIA staff as the entire agency is staffed by 3 FTEs and 1 PTE.

Regarding the JMMFF's review of records under the foreseeable harm standard (when and if any FOIA requests are received by the JMMFF, as none have been in the past 19 years) the content of each requested record would be examined by the FOIA staff to ascertain whether or not the record is classified or pertains to national security, commercial and financial information, personal privacy, or information protected by statute. If so, the record would not be released. Second, each record would be carefully reviewed to see if it fits all requirements of the exemption being considered. The age of the document would also be looked at to determine if it is outdated and has been superseded by a newer version and is no longer sensitive. On the rare occasion that an exemption may apply, the FOIA staff would determine if a partial release of any portion of the record can be made. FOIA staff would look at each request with a presumption of openness and release portions of the record when the full release is not possible. Therefore, everything else would be routinely released. Since one office handles all FOIA actions, applying the foreseeable harm standard would be maximized through one centralized system. The JMMFF continues to maximize the presentation of informational print and video materials on the JMMFF's website. Further, the JMMFF is able to disseminate information and solicit feedback through social media venues like the JMMFF's Facebook page and YouTube. Both are linked to our website. The JMMFF uses Twitter as another means of communication with and dissemination of information to the public. The public's comments are reviewed and responded to on a continual basis. The public may also contact us through our email account linked on our website. www.jamesmadison.gov

All requests will be answered within the 20 day or less time period. The JMMFF did not have any adjudicating requests for expedited processing. Given the non-existent number of FOIA requests each year and budget constraints, the JMMFF does not have a FOIA Requester Service Center. If the need should arise, the JMMFF will take steps to train current FOIA staff in the collateral duty of FOIA Public Liaison, provided funding is available. The JMMFF does conduct internal controls, self-assessments, and other audits. Any changes must offer programmatic betterments which are feasible and affordable. Information is posted on our website and our Facebook page.

The FOIA staff would determine records for proactive disclosures by means of professional judgment, public feedback, and analysis of correspondence and requests. Consequently, the JMMFF continues to post information about the agency and individuals, policies, plans, and procedures on its public website to keep the public informed. The JMMFF website affords the

James Madison Memorial Fellowship Foundation 2017 Chief FOIA Officer Report

Page Two

public easy and fast access. The JMMFF has internal controls in place for Section 508 compliance. Information is given to the IT staff which is responsible for coding the data Section 508 compliancy prior to posting on the agency website. Time spent with completing these efforts is low given the non-existent FOIA requests that the JMMFF receives.

Information is constantly updated and expanded together with the website itself, to make it more user-friendly and easier to navigate. Information on our registration program and board member program are in one location each. The JMMFF FOIA staff would utilize email to communicate with requesters. With no requests, all would be handled alike – as simple requests. The average number of days to process simple requests would be twenty working days or fewer and 100% of the requests would be placed on the simple track. JMMFF had no backlog of appeals and had no old requests held over from FY2016, as well as no consultations pending.

This past year, the JMMFF had no full requests, no appeals, exclusions, or backlogs. Through social media efforts using Facebook, YouTube and Twitter, the JMMFF has been able to increase transparency and open government. The JMMFF has increased the amount of subject matter covered on our website and will continue to do so.

The JMMFF is committed to making more information available to our customers while maintaining our public reputation for superior openness and timeliness.